

**SUPERVISORY  
SOCIAL WORKER  
GS-0185-12**

**FAMILY SERVICES  
CENTER**

## **SOCIAL WORKER (GS-0185-12)**

### **INTRODUCTION**

This position is located in the Family Service Division, Quality of Life Department, Naval Air Station, Lemoore, CA. This position is responsible for the management of the Family Advocacy Program and program staff and provides assistance to the Quality of Life Director in management of the programs offered by the Family Services Division, which include counseling, Transition Assistance, Youth Services and Personal Property.

### **MAJOR DUTIES AND RESPONSIBILITIES**

50%-Incumbent is an expert in the area of Family Advocacy issues. Develops programs for the effective treatment of violent families. This includes families where there has been child physical and emotional abuse, child neglect, child sexual abuse, spouse abuse and sexual assault. This will encompass overseeing all FAP cases through the case management process, ensuring that all cases are updated regularly and treatment is coordinated and followed through. Case consultation with clinicians regularly to provide comprehensive services for clients. This includes responsibility for FAP programming and supportive crisis counseling with FAP cases.

Develops model programs for Family Advocacy cases. Develops strong evaluative criteria and follow-up with clients to determine effectiveness or programming. Continues to strive towards process improvement, so that future incidents of violence are prevented.

Incumbent coordinates and develops Memorandums of Understanding with community agencies that we network with, regarding Family Advocacy Cases. Incumbent writes local instructions for the smooth handling of Family Advocacy cases.

20% - develops training course for emergency (security, NIS, and Naval Hospital) personnel for handling of Family Advocacy cases. Develops training for Commanding Officers and other key command personnel regarding responsibilities in Family Advocacy cases. Develops training for Child Care personnel and others having responsibility for the detection and referral of victims.

Develops and implements a strong record keeping system for the Family Advocacy Program, which meets the needs of the local Judicial system, Navy medical department and navy instruction. Ensures that the FAP Program and record keeping system has accountability and quality assurance built in as an integral aspect of the system.

Provides case consultation to Commands and professional counseling services to individuals, families and groups involved in Family Advocacy. Taking particular responsibility for crisis cases involving FAP families and networking agencies.

Takes overall responsibility for the Case Review committee; letters to commands, case presentation and treatment recommendations. Ensures that committee is educated as to their responsibilities and that commands are notified of meetings.

Attends and reports to the base Family Advocacy Committee Quarterly.

30% - Plans and directs the work of the division to meet established priorities, schedules, projects and department missions. Reviews completed work, answers questions and explains job requirements. Prepares written performance standards, appraises work being performed on a continuing basis and prepares performance ratings. Determines training requirements, develops training plans, ensures required training is completed and evaluates effectiveness of training. Makes selections and recommendations for vacant positions as well as recommendations on promotions, details, and/or reassignments. Signs time and labor cards, approves/disapproves leave and initiates new, revised or amended position descriptions as necessary to assure currency and accuracy and compliance with sound position management principles. Counsels employees, adjusts informal complaints and grievances through discussion with employee and union representatives. Initiates disciplinary action as needed. Ensures that employees observe regulations and rules on housekeeping, conduct and safety. Ensures good employee/management regulations and actively supports adherence to equal employment opportunity policies. Promotes full realization of equal employment opportunity through continuous participation in the Station's Affirmative Employment Program Plan for minorities and women with assertive efforts in the accomplishment of goals established to overcome under-representation. Responsible for maintaining an environment free of discriminatory practices for all employees with regard to equal employment opportunity, fair labor practices and all rules and regulations applicable to nonappropriated fund programs. Works within and ensures that subordinate supervisors work within the framework of DoD NAF Federal Civil Service personnel rules and regulations as administered by the Human Resources Department.

Participates in development and justification of the budget for the division. Ensures compliance with Navy regulations to maintain financial material integrity.

#### KNOWLEDGE REQUIRED FOR THE POSITION

Knowledge of the Department of the Navy Family Advocacy program. Incumbent must also be knowledgeable of effective interventions for Family Advocacy cases. Incumbent must be an expert in the area, so that he/she can develop model programs for both this center and other same size centers.

Knowledge of federal government social service policies, regulations and procedures.

Knowledge of professional social work clinical services and Family Advocacy treatment to consult with professional counselors.

Knowledge of state and community social services agencies, their programs and functions.

Knowledge of state and federal laws concerning family violence.

Knowledge of problem solving and prevention associated with Family Advocacy issues. Also an understanding of the psychosocial dynamics with high risk families and the ability to train and oversee staff involved with the case management tasks in the Family Advocacy Program.

Knowledge and experience regarding the case management process as it differentiates from the clinical process.

Ability to recognize and define social problems, to independently reach accurate conclusions. Make sound recommendations and decisions and provide appropriate solutions.

Knowledge of military lifestyle and situations which can create a crisis.

Ability to express oneself orally and in writing. To meet and deal with diversified groups and organizations and to be able to compose written reports and material clearly, concisely and effectively.

Knowledge of DoD regulations and policies pertaining to the administration and contracting of personal property shipment and storage.

Knowledge of NAF and APR accounting and procurement principles and regulations.

Knowledge of the operation of Youth Services and activity programming for pre-school, part-time care and the Teen Center.

### SUPERVISORY CONTROLS

Immediate supervisor is the Quality of Life Director. Incumbent has full program responsibilities and is expected to resolve difficulties of program level independently. Incumbent is expected to set program priorities, techniques of implementation, work procedures and deadlines independently. Incumbent will consult with the Quality of Life Director concerning the overall functions of the FAP and the operations of the Family Services Division.

### GUIDELINES

The guidelines for this position and program can be found in such sources as the BUPERS manual, OPNAV Instructions, NASLEM Instructions, and professional standards appropriate to the field.

### COMPLEXITY

This is a highly responsible position requiring a diverse background in DoD management. This position requires a sound background in social work in order to make comprehensive decisions regarding families at high risk. This position will deal with a great diversity of situations and there may be no clear guidelines or procedures regarding particular cases. This position requires extensive management experience with people, funds, budgeting and supplies/equipment procurement and allocation.

### SCOPE AND EFFECT

The effectiveness of the FAP Program relates directly to the well-being of the military family and their dependents and directly affects the morale and contentment for the Navy personnel to accomplish the mission of the Navy.

### PERSONAL CONTACTS

Incumbent has frequent contacts with diversified military and civilian groups. Contacts in this position will include individual military personnel, families and groups, including civilian agencies both private and government organizations. Contact also involves dealing with different people due to their life situation.

### PHYSICAL DEMANDS

Duties involve a normal amount of sitting, standing and walking. There are no unusual physical activities.

### WORK ENVIRONMENT

This position subjects incumbent to a high stress level on a continual basis. Work is performed in a normal office setting with adequate lighting and temperature controls. Duties require occasional travel to other activities and offices with the Kings County area and the use of large conference rooms for group dynamics. Occasional travel outside the Lemoore area is also necessary.